

PREPARED IN DUPLICATE

SRB 1006

TITLE OF REPORT (If a fill-in report include Form No.)

PERSONNEL SHORT FORM Actions 1006

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL  
OTHER (specify)

NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not  
number of copies)FORMAT (memorandum, form  
computer print-out, etc.)

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

C P O

YES

IF YES GIVE ADP PROCESSING NO.

NO

P-3B-1

PREPARING COMPONENT (include lowest level  
contributing information to report)

11. FEEDER REPORTS (State

Form No., or nomenclature. Attach separate sheet if necessary.)

OCS/Production

Form 1150 + Computer Processing

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	HOURS PER REPORT	COST PER REPORT	TIMES PREPARED	COST PER YEAR

## B. COSTS OF COMPUTER PRODUCED REPORTS


TOTAL COSTS PER YEAR

10.80

13. DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Edit Report used by OP/CD/status

## 14. FUTURE GOALS

APPROVED BY COMPONENT FOR THIS REPORT

REVIEWED AS IS

OTHER (explain)

CHANGE

DISCONTINUE

DATE OF REVIEW

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

0-1470